

FEDERAL DISCRETIONARY GRANTS TO LOCAL GOVERNMENTS
REQUEST FOR ASSISTANCE CHECKLIST

Date: _____

Date of Grant Award: _____

Local Government Sponsor Name: _____

Existing P.I. (if applicable): _____

Project Description (include all proposed improvements): _____

Getting Started

1. Send request letter on official Local Government letterhead to the GDOT Commissioner from the local public official (city/county manager, mayor, etc.)
2. Provide a copy of the grant application for the grant award
3. Is the Local Government/Sponsor LAP certified?
4. Has the Local Government acquired a consultant to perform the engineering on this project?
 - a. Was the firm hired via the "Brooks Act" Title 23 CFR?
 - b. What is the name of the firm?
 - c. Is the firm prequalified by GDOT?

Scope

1. The Plan Development Process must be followed if the GDOT administers the grant. Does the Local Government understand this?
2. An environmental document approved by FHWA will be required.
 - a. Ecology, Air & Noise, Archaeology, History studies and a NEPA document are required
3. Right of Way Acquisition must follow the federal Uniform Act.
4. Has any engineering, environmental and/or right-of-way activities been accomplished yet?

Budget

1. What is the total dollar amount of the grant award?
2. Federal grants usually require a 20% local match. Is that match identified?
3. What phases will the federal grant be used in? (PE, ROW, UTL, CST)

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4. Are other funding sources identified above the grant? If yes, provide each funding source identified in each phase.
5. Is the Local Government prepared to provide oversight funding to GDOT?
 - a. NOTE: Oversight will range from \$25K to \$100K depending on the complexity of the project.

Schedule

1. Are there specific milestone deadlines for this project detailed in the grant award? (i.e. ROW complete within 12 months)
2. Per the grant application, what is the scheduled deadline for completion of this project?
3. Are there financial penalties involved if the project delivery schedule is not met?